

## **CCMC Committee Meeting**

**Thursday, April 30, 2020 10:00 AM**

### **E-Meeting**

Meeting access was as follows:

<https://www.gotomeet.me/LisaMadden1/ccmc-meeting>

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The meeting was called to order at 10:10 am by temporary chair John Rainaldi. Attending by teleconference were: Jennifer Gauthier, Office of Policy and Management (OPM); Denise Talbot; William L. Donlin; Patricia Moio; Lisa Biagiarelli and David Kluczewski.

Patricia (Pat) made a motion to waive the reading of the minutes of the E-Meeting of March 19, 2020 that were prepared by John Rainaldi. Seconded by David (Dave). Motion carried.

Lisa made a motion to accept the Treasurer's Report prepared by William (Bill) Donlin. Seconded by Denise. Bill initiated discussion stating there was no activity since the last report, due to everything being on hold during the pandemic, so it was a verbal report. Motion carried.

Denise made a motion nominating John Rainaldi as permanent Chairman of the committee and Lisa as secretary. Seconded by Lisa. Motion carried, and congratulations were offered.

John introduced the discussion of New Business, focusing first on the COVID-19 Pandemic and its effects on our scheduled meetings and other events. He first expressed concern for the health and wellbeing of all committee members and their families and staff.

It was noted that the joint meeting of the Connecticut Association of Assessing Officers (CAAO) and the Connecticut Tax Collectors' Association, Inc. (CTx) scheduled for Tuesday, May 5, at the Aquaturf Club has been cancelled. John reported that CAAO was considering a June 2020 meeting, while CTx was still undecided about its spring meeting. The plans for the joint meeting were scrapped, given the pandemic. Lisa made a motion to cancel the CCMC Committee meeting scheduled for May 5 that coincided with the Aquaturf meeting. Seconded by Denise. There was discussion. Motion carried. Jennifer (Jen) said she would remove this meeting from the calendar.

Pat and Jen initiated a discussion of what should be done concerning CCMC certificates that we would have presented to successful candidates at the May 5 meeting. Pat has a list of about a dozen candidates. Jen said she would be able to take the list from Pat, begin the process of obtaining the presentation certificates, and get them signed by the Undersecretary and by the Governor. Discussion focused on getting the certificates to the candidates in spite of not having a CTx meeting. Pat made a motion to obtain the certificates, have the committee chair write a letter to each candidate, and send the certificates through the mail via priority mail or some other method with appropriate tracking. Seconded by Denise. Further discussion concerned details (Pat and Jen will coordinate), agreement that the committee did not want the candidates to have to wait longer than necessary, and that we could perhaps arrange for a presentation in the presence of the group at a later date. Motion carried.

John initiated discussion of the CCMC Certification Final Exam scheduled for May 28, 2020. Lisa made a motion to cancel the administration of the exam. Strongly seconded by Pat Moio. Discussion followed, including that we have not received any applications to take the exam; nor have we emailed out an invitation about it. The next possible administration date was considered. Lisa amended her motion to add that we would plan to next administer the written exam on December 3, 2020. Pat seconded the amended motion. Motion carried. Anne Marie Burr, the new assistant secretary, would be asked to send out an email to the membership advising of our decision.

Denise made a motion to cancel the CCMC Committee E-meeting scheduled for May 14, 2020, at which we would have been reviewing candidates to sit for the final examination. Seconded by Pat. Motion carried.

John initiated discussion of whether we would be able to offer CCMC courses during the fall of 2020. It was clear the COVID 19 pandemic promises to impact our plans for numerous reasons. Many towns will be implementing a deferred grace period in accordance with EO 7S, and October 1 will be the 'last day to pay' in those jurisdictions. There are reports that a 'second wave' of infected patients is expected in the fall of 2020, and that might affect the community again with the possibility of towns closing down again, and so on.

It was noted we had cancelled Course 3, and moved students from Course 3 into Course 4 to try to fill it, prior to having to cancel everything, in the spring of 2020. We discussed probably having to start Class 1 all over, even though the group had met for two weeks. We discussed offering the CCMC classes online. John made a motion that the committee float the idea of holding the fall 2020 CCMC classes online, using Zoom meetings or another similar platform, and soliciting feedback from the instructors first and subsequently from students, if instructors were in favor. Denise seconded.

Further discussion followed, including the following: we would need to investigate the possibility of students being able to view recorded class sessions at a later time if the class time was not workable; we would need to check if our regulations allowed students to enroll in both course 3 and course 4 during the same semester; classes might have to be limited in size in order to allow the instructors greater flexibility using this teaching method for the first time; we would continue using Quizlet as a supplemental resource; and we would need to receive positive input from the instructors before bringing the concept forward to the students. With this in mind, John made a motion to have John write a draft letter to the instructors, share it with the committee via email prior to 1:30 pm today, and receive committee input at a reconvened committee meeting this afternoon, after reviewing the draft. Seconded by Denise. Motion carried.

There was no other new business to discuss.

John introduced as 'Old Business' the updated status of the proposed certification regulations. At last report, they had been approved by OPM and sent to the Governor for review. Jen advised that she had a further update: the Governor's office had approved the proposed regulations, and they were now going to be held for public comment for 30 days. Following that, they would advance to the legislature for review and approval. Based on this timeline, Jen opined that they might be in place by the end of 2020, as the pandemic has expanded the amount of time state officials have had available to review and

work on this project. Jen suggested the committee begin to think about the re-certification framework, as they may be in effect by 2021, if the approval process continues to progress at this expedited pace.

Continuing under new business, there was discussion of the upcoming committee meeting scheduled for June 4. Pat made a motion to keep this meeting as scheduled. Seconded by Denise. Discussion followed. The committee agreed this meeting would be an opportunity to begin discussing the recertification framework as suggested by Jen. We could involve the Education Committee of CTx, because they would be working with us in planning the necessary professional development offerings. The June 4 meeting would be a teleconference, and we would invite Lisa Madden of Somers, the new chair of the CTx Education Committee. Jen noted the June 4 meeting was scheduled to occur at Cheshire Town Hall, and the venue change needed to be announced at least 30 days in advance. The motion was amended to include the venue change, and to note that the meeting would be held via teleconference rather than in person. Motion carried.

John called for any other old business. There was none. John made a motion to adjourn the meeting until 3 pm. Denise seconded. All in favor.

At 3:18 pm, the meeting was reconvened based on a motion made by John, seconded by Bill, and approved by the group. All the same members were in attendance. The draft letter to instructors penned by John and sent to the Committee was discussed. Pat made a motion that the Committee hold a meeting via teleconference with the instructors on Thursday, May 14, beginning at 10 am to obtain their feedback on the committee's proposal to hold virtual classes for the fall semester. Seconded by John. Motion carried. John agreed to add the Thursday, May 14 meeting invitation in the letter to the instructors.

Some more discussion followed, including the following: Jen confirmed that the regulations allow for a student to take course 3 and course 4 during the same semester. Taking course 1 and course 2 during the same semester is not allowed.

The committee discussed the requirement that all instructors and all members of the CCMC Committee take required sexual harassment prevention and ethics training, and how OPM is tracking this. Jen said she will send an email to all instructors and all CCMC Committee members with links to free online tutorials on these subjects, in the hope that people might be able to take the time during the pandemic to fulfill these obligations. She also will check and advise who among the group has already provided documentation of compliance with the directives.

John asked if there was any other new business. The Hebron road show scheduled for the fall of 2020 was discussed. Members questioned whether we should cancel it now, or hold off in the hope that we might be able to offer it. We decided to re-evaluate this closer to June, and leave it on the schedule for now.

At 3:33 pm, Denise made a motion to adjourn the meeting. Bill seconded. The motion carried.

Respectfully submitted by Lisa Biagiarelli, Secretary